



MONTGOMERY COUNTY JOB POSTING NOTICE

MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

DEPARTMENT:	Community Development	JOB GRADE:	12
JOB TITLE:	Program Coordinator	SALARY:	\$53,000.00
LOCATION:	501 N. Thompson St. Ste. 200 Conroe, TX 77301	CIVIL SERVICE:	No
SHIFT HOURS:	Monday-Friday (8:00am-5:00pm)		
SUBMIT APPLICATIONS:	Montgomery County Human Resources Department	ADDRESS:	501 N. Thompson, Ste. 400 Conroe, TX 77301
PHONE:	(936) 539 – 7886	FAX:	(936) 788-8396
E-MAIL:	jobs@mctx.org	WEBSITE:	www.mctx.org
OFFICE HOURS:	Monday – Friday 8:00am – 5:00 pm (Friday: Closed from 12:00pm – 1:00pm)		

Education, Experience and Skill Requirements

MONTGOMERY COUNTY APPLICATION AND RESUME ARE REQUIRED

Job Summary

Position establishes eligibility of applicants for the County's HUD funded CDBG Rehabilitation program and coordinates between qualified homeowners and Montgomery County vendors through completeness of projects. Creates policies and procedures to ensure program follows Federal regulations related to income eligibility and compliance. Program Coordinator assists local organizations to maintain Grant required compliant client files from application through conclusion of Montgomery County programs. Establishes guidelines, coordinates compliance and submits reporting for Fair Housing Activities, Civil Rights Activities, and Section 3 and Section 504 compliance for all programs. Assists Assistant Director in evaluating and creating grant applications as needed for HUD programs.

Disclaimer

This position is designated "at will", and the agency reserves the right to terminate the employee or the position at any time. The position is grant driven and terminates with the funding source.

- Working knowledge of Department of Housing and Urban Development (HUD) regulations and procedures; Lead Based Paint (LBP), Affirmatively Furthering Fair Housing, and other identified Civil Rights requirements.
- Strong computer skills including MS Office Suite, verbal and written communication and organizational skills.
- Must be competent in carrying out basic business office procedures; must be able to communicate effectively with staff, must be able to assemble materials for reports and proposals.
- Good interpersonal skills and ability to deal effectively with the public and other employees. The ability to complete assigned projects in a timely manner.
- Must be able to work effectively under conditions of pressure and frequent interruptions; must be able to exercise initiative in problem identification and solutions and be able to detect errors in records and documentation; as well as meet deadlines/timeframes
- Must learn new procedures quickly and have good communication skills in English, Bilingual preferred.
- Must be discreet and able to maintain confidentiality in and out of the workplace
- Bachelor's degree preferred. HUD, FEMA, CPD trainings will be required. Requires less than 5 years' experience in HUD related field.
- Must be willing to travel countywide and occasional out of state for training.

Primary Job Duties

- Establishes eligibility of potential clients for CDBG Rehabilitation program using the up-to-date rules of the Grant. Assists qualified clients from application through completion of the project.
- Assists Construction Administrator in the oversight of subcontractors hired for activities specifically relating to CDBG Rehab program;
- Coordinates required federal crosscutting regulations, including but not limited to; Davis-Bacon, Section 3, Section 504, Lead Based Paint, Environmental, AFFH and other identified Civil Rights requirements.
- For various programs, performs homeowner site visits, meets with clients, determines eligibility, and serves as departmental liaison through completion of service.
- Assists Assistant Director in evaluating and creating grant applications as needed for HUD programs.
- Creates procedures for intake, eligibility and case management for other in-house programs.
- Provides referrals to clients for other programs and agencies.
- Replies to incoming calls from public in crisis. Coordinates with local non-profit and case management entities to provide for other needs of clients.
- Recruits and supervises interns. Designs intern "experiential syllabus" as required by local colleges. Trains, supervises and conducts performance appraisals.

- Prepares reports, such as but not limited to; housing rehabilitation reports, job progress, homeowner's list and HUD funded project county-wide map for end of year reporting.

After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = \$20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = \$22.50, responsibility of applicant) before becoming an employee of Montgomery County.

Position No:	642040-7001-1	Requisition No:	3008
Date Posted:	07-27-2021	Equal Employment Opportunity Employer	